

MOSCOW TREE COMMISSION



Ellis Eifert
Commission Chair

Regular Meeting
~Minutes~

David Schott
Staff Liaison

tree@ci.moscow.id.us

208.883.7098

<https://www.ci.moscow.id.us/557/Tree-Commission>

Tuesday
February 4, 2025

5:00 PM

Mayors Conference Room
206 E 3rd Street

The meeting was called to order at 5:00 PM.

PRESENT: Mary Jo Hamilton; David Rauk; Pamela Brunsfeld, Ellis Eifert; Jeanne Leffingwell

STAFF: David Schott

REGULAR AGENDA

1. Approval of Moscow Tree Commission December 3, 2024, Minutes (ACTION ITEM) – Ellis Eifert

Presentation of minutes for approval.

PROPOSED ACTIONS: Approve minutes as presented; approve minutes with amendments; or provide staff further direction.

Mary Jo moved to approve the minutes as presented. Jeanne seconded.

Roll call vote: Ayes: Unanimous. Motion carried.

2. Public Comment and Response to Previous Comments (limited to 10 minutes).

None

3. Consideration of a City of Moscow Utility Billing Newsletter Article Related to the Proper Care of Newly Planted Trees (ACTION ITEM) – David Schott

This past summer, staff received comments on the care of newly planted trees along the public right of way in portions of the City of Moscow. Moscow City Code does not specify care of newly planted trees in the public right of way; only that the adjacent property owner is responsible. To this end, there was an idea to create an educational piece for inclusion of the City of Moscow Utility Billing Newsletter regarding newly planted tree care. Staff has drafted the messaging for the newsletter for consideration by the commission.

PROPOSED ACTIONS: Approve the City of Moscow Utility Billing Newsletter article related to the proper care of newly planted trees; or take other action as deemed appropriate.

Mark is suggesting less text and more graphics. The group also revised some of the information.

Mary Jo moved to accept comments discussed and direct staff to revise the article to bring back to next meeting. David seconded.

Roll call vote: Ayes: Unanimous. Motion carried

4. Consideration of the 2025 Arbor Day Celebration (ACTION ITEM) – Ellis Eifert / David Rauk

The Tree Commission will discuss potential venues and themes for the 2025 Arbor Day celebration. Arbor Day falls on the last Friday of April each year, this year being April 25, 2025.

PROPOSED ACTIONS: Discuss and approve the Arbor Day celebration venue and theme; or take other action as deemed appropriate.

David listed several suggested properties: Harvest Park, Palouse Prairie Charter School, Milton Arthur Park, Triangle Park, West Palouse River Drive property. Group discussed many possible sites and narrowed it down to Berman Creekside Park

Mary Jo motioned for David to reach out to alternative high school and Berman Creekside as potential for Arbor Day. Pamela seconded.

Roll call vote: Ayes: Unanimous. Motion carried

5. Consideration of the FY2026 Annual Tree Commission Budget (ACTION ITEM) – David Schott

Each year the Tree Commission discusses and approves their annual budget for inclusion in the City budget request. The Tree Commission will review the FY2025 budget and discuss the upcoming FY2026 budget request.

ACTION: Approve the 2026 budget request; or take other such action deemed appropriate.

Pamela motioned to approve the 2026 budget. Mary Jo seconded.

Roll call vote: Ayes: Unanimous. Motion carried

6. Consideration of the 2025 Tree Commission Officers (ACTION ITEM) – Ellis Eifert

Each year the Tree Commission elects a Chair, Vice Chair, and Secretary for each calendar year. The Tree Commission will elect members within the Tree Commission for these positions for 2025. The 2024 officers were: Ellis Eifert, Chair; David Rauk, Vice Chair; Mary Jo Hamilton, Secretary.

ACTION: Elect the Chair, Vice Chair, and Secretary positions.

Pamela moved to re-elect the current chair. Jeanne Second.

Roll call vote: Ayes: Unanimous. Motion carried

UPDATES/REPORTS

1. Downtown Tree Management Plan Update – David Schott

The plan is currently under review.

UPCOMING EVENTS / MEETINGS

1. Next Tree Commission Meeting: March 4, 2025

ADJOURN The meeting was adjourned at 5:45 PM



Ellis Eifert, Chair *(or stamped by Deputy City Clerk)*